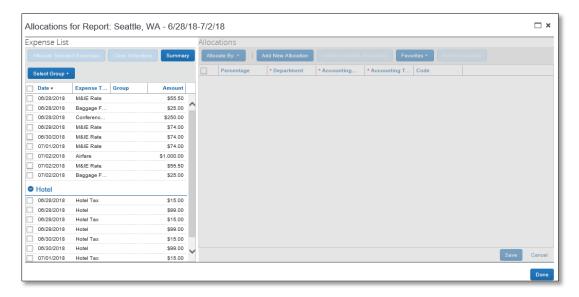# SAP Concur C·

# ALLOCATIONS

Allocations to an expense report can be made by the traveler or by an approver in the workflow.
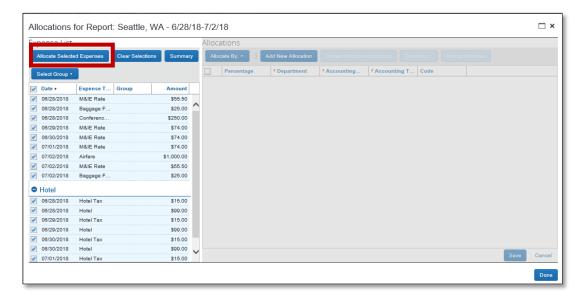
## ALLOCATIONS BY TRAVELER

An expense type line can be allocated to different accounting templates by selecting the **Allocate** button.  *Note:  Approvers in the workflow will have the capability to make adjustments to allocations as necessary.*
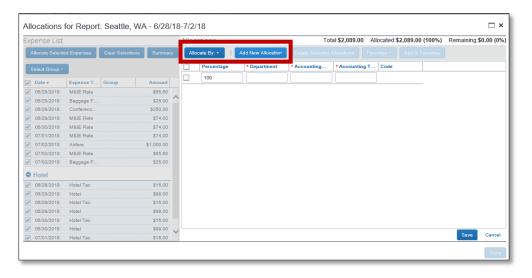
Allocations can be changed by selecting individual expenses or by clicking the box next to **Date** to select them all. Once expenses are selected, you will have the option to **Allocate Selected Expenses**.
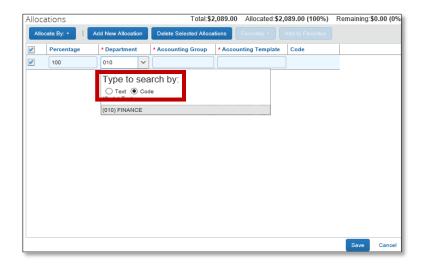


Select **Allocate By** to allocate by either Percentage or Amount. Select **Add New Allocation** to add lines to allocate by.
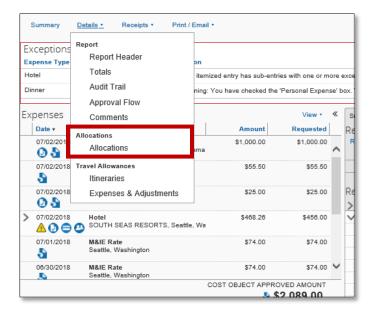
Enter information into the **Department**, **Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**.  Once information has been keyed, select **Save**.

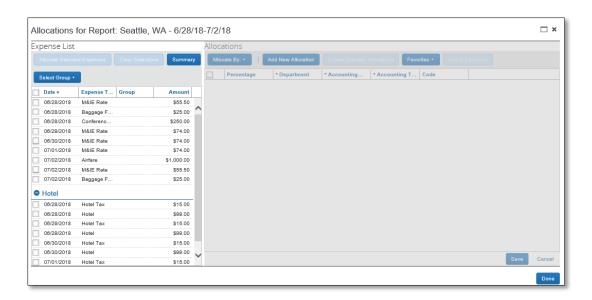 *Note:  Adding allocations may add approval roles to the workflow of the document.*
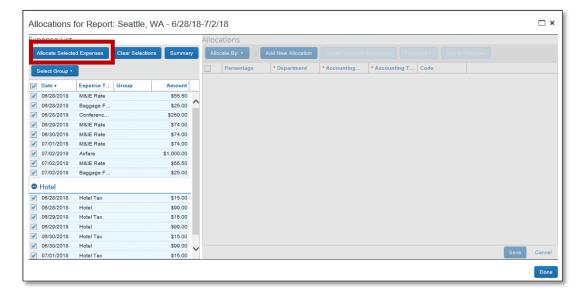


## ALLOCATIONS BY APPROVERS

Approvers have authority to add allocations to an expense report.  To do so, select the **Details** link to view the following drop-down and select **Allocations**.
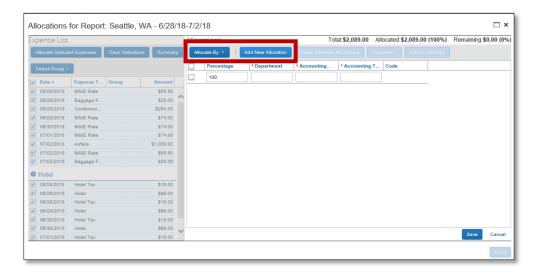
Allocations can be changed by selecting individual expenses or by clicking the box next to **Date** to select them all. Once expenses are selected, you will have the option to **Allocate Selected Expenses**.

Select **Allocate By** to allocate by either Percentage or Amount. Select **Add New Allocation** to add lines to allocate by.



Enter information into the **Department**, **Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**.  Once information has been keyed, select **Save**.

 *Note:  Adding allocations may add approval roles to the workflow of the document.*